



# **Training Service Support Contract**

## **TITLE**

**Task Order Kick-Off Information Briefing**

**DAY, DATE, MONTH, 2014**

**TIME 0000 - 0000 Hours**

# **Obtaining a Common Access Card** **(CAC)**

## ➤ **POC (Trusted Agent- TSS Contract)**

Place your contact information here

## ➤ **Alternate Trusted Agent**

place another COR/trusted agent that will serve as your alternate contact information here.



## **Procedures**

- 1. Task Order Program Manager/Security Manager provides list of employees requiring CACs to the On Site COR and TSS Trusted Agent (TA)**
- 2. The OS-COR reviews the list and in-processes the Applicant through their local Security Office. The OS-COR submits the “cleared list ”from their Security Office to the TSS TA that the Contractor is cleared to perform work on the installation or facility**
- 3. The “Contractor” Security Manager/Program Manager completes the Personnel Security Investigative Portal (PSIP) form for each Contractor and emails the form to the TSS TA**
- 4. TSS Contract Trusted Agent reviews both the “cleared list” and PSIP to ensure they match then submits the information from the PSIP into the Trusted Associate Sponsorship System (TASS) and**

## **Procedures (continued)**

- 5. TSS TA provides the “Contractor” Security Manager/Program Manager with the applicant’s USID and password**
- 6. Applicant contacts the “Contractor” Security Manager/Program Manager for USID and password and logs in TASS to verify his/her application information**
- 7. TSS Trusted Agent approves the information in the Trusted Associate Sponsorship System (TASS) and the applicant can then proceed to the nearest RAPIDS ID Issuance facility to obtain a CAC**

# **Turn in/Revocation of CAC Cards**

- **CACs will be turned into the OSCOR when a contractor is:**
  - 1) Revoked \*(Revoked CACs will be turned into RAPIDS)**
  - 2) CAC is no longer needed for contract performance**
  - 3) Contractor retires or is terminated**
  - 4) Task order expires or is terminated**

## **Procedures (continued)**

- **The Contractor shall inform the On-Site COR(OSCOR) or Government Representative(GVTR) and Contractor Security Manager/Program Manager of his/her last day of work.**
- **The OSCOR/GVTR/PM will ensure the ATSC CAC Turn-In Document is completed by the Contractor**
- **The OSCOR/GVTR/PM will Email or fax the completed document to the TSS TA**
- **The Contractor will surrender the CAC to the OSCOR or Government Representative/Contractor Security Manager/Program Manager.**
- **The OSCOR/GVTR shall ensure the CAC is turned in to RAPIDS**

## **Procedures (continued)**

- **Re-verification of CACs will be done every 6 months (180 days) by the TA. The TA must confirm that the Applicant has a continued need for a government credential with the OSCOR.**
- **Security Managers/Program Managers will provide a monthly contractor/ sub-contractors list with the following information:**
  - 1) Contract number and Task Order number**
  - 2) Full name**
  - 3) Location**



## **Monthly Status Report (MSR)**

- Contractor shall bill the Government on a monthly basis by
  - submitting a MSR for each Task Order (TO) and an
  - Invoice in Wide Area Work Flow (WAWF).
  
- MSR shall be sent electronically to the On-Site COR and the Mailbox listed below no later than the 18th of the following month.

**usarmy.jble.CAC.mbx.atsc-tss-contracts@mail.mil**





# **Monthly Status Report (MSR)**

- **MSR shall list the following Items as a minimum:**
  - 1) MONTH**
  - 2) STATUS**
  - 3) CONTRACTUAL INFORMATION**
  - 4) FISCAL STATUS**
  - 5) STATUS OF ACTION ITEMS**
  - 6) ISSUES**
  - 7) RISKS**
- **\*\*\* A “sample MSR” can be provided upon request\*\*\***

## **Duties of On-site COR** *(Per CAC MOU Nov 2011)*

**As the designated On-site COR, your duties and responsibilities are as follows:**

- **Provide technical guidance to the Contractor on the requirements as set forth in the TO. Any issues between yourself and the Contractor must be brought to the attention of the ATSC COR immediately. The ATSC COR will work with the Contracting Officer (KO) to resolve issues.**
- **Review Contractor MSR and provide a signed/dated 1<sup>st</sup> page to [usarmy.jble.CAC.mbx.atsc-tss-contracts@mail.mil](mailto:usarmy.jble.CAC.mbx.atsc-tss-contracts@mail.mil) or Fax: (757) 878-4508, within 48 hours of receipt.**

## **Duties of On-site COR (continued)**

- **Notify the ATSC COR immediately if it appears the Contractor is changing the scope of the contract or delivery schedules.**
- **Act as liaison between ATSC COR and Contractor. Forward all questions, comments, requests for additional information on contract content, deliverables, etc. to the ATSC COR.**
- **Conduct inspections/surveillance and accept supplies or services specified for this TO.**
- **Systematically monitor the Contractor's efforts to ensure the technical requirements and intent of the TO is on schedule.**

## **Duties of On-site COR (continued)**

- Promptly reject, in writing, all work that does not comply with TO requirements. Notify the Contractor in writing and copy furnish the ATSC COR. Ensure the Contractor takes the appropriate corrective action to resolve the discrepancies.
- Authorize the Contractor to travel if allowed by the referenced TO and if adequate travel dollars are available. This authorization must be in writing.
- Notify the ATSC COR and TA upon notification of Contractor's change of status, i.e., termination, retirement, contract expiration. Retrieve Contractor's CAC and return it to the nearest RAPIDS/ID Card site for proper disposition. These procedures are necessary to track and ensure quality assurance for the Contractor's CAC information stored in the CVS database. Upon notification to the ATSC COR and TA, Contractor's CAC status will be revoked in the CVS after confirmation from the Prime Contractor and On-site COR.

## **Duties of On-site COR (continued)**

- You are not authorized to make any agreement(s) or commitment(s) involving a change in price, quantity, quality, place of performance, or delivery schedule.
- If you have a change in duty station or assignment which will prohibit you from carrying out your designated On-Site COR duties, request you advise the ATSC COR at least 30 days prior to the effective date of change and provide a recommendation for another individual as your successor.
- This designation shall remain in effect during the life of the TO, unless specific circumstances dictate earlier revocation. Authority as On-Site COR is not transferable.

# **Training Support Services Office** **(TSSO)**

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